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Noted by	DCI
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21 January 1952

2-5115

Executive Registry
2-5115

MEMORANDUM FOR: The Director of Central Intelligence

SUBJECT : Departmental Personnel Requirements

25X9



3. We have received for consideration requests for increases in T/O from several of the offices, some of which are substantially in excess of 1953 budget estimates. Of course, it is possible that some offices will have to exceed their 1953 estimates. Other estimates can undoubtedly be substantially reduced. However, in order to insure that we remain within the overall Agency limitation and, at the same time, expand in such a way that our whole program does not become unbalanced, it will be necessary to carefully scrutinize all requests for departmental increases and, in general, any increase authorized for one segment of the Agency must be offset by a corresponding decrease elsewhere.

4. I do not believe that the Assistant Directors and Office Heads are aware of this situation. It is requested that they be advised of it at the Assistant Directors' Meeting on Monday, 21 January, and directed to cooperate fully in applying the Bureau of the Budget cut of approximately [redacted] Departmental positions and in making such other adjustments as are necessary.

25X9

25X1A



L. K. WHITE
Acting Deputy Director
(Administration)

Document No.	19
No Change in Class.	<input type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS
Auth:	HR 72-2
Date:	13 Nov 78
By:	016

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